



JOB ANNOUNCEMENT

Senior Information Systems Analyst (Supervisor)

Full Time, Permanent Position in San Francisco

About us. The California Coastal Commission is a small state agency that offers a stimulating work environment and opportunities for professional growth. The agency is responsible for protecting the spectacular California coast and expanding public access to the shoreline. The Commission's headquarters office is located in the heart of San Francisco's Financial District, next to the Embarcadero BART Station and close to other public transportation. The Commission also has district offices in San Diego, Long Beach, Ventura, Santa Cruz, and Eureka. The Commission's staff includes planners, attorneys, technical specialists, and administrative staff. For more information about the Commission and what we do, visit: www.coastal.ca.gov.

About the Job. We're looking for a Senior Information Systems Analyst (Supervisor) to oversee the operation of our local and wide area networks and to provide technical support to the Commission in the day-to-day use of the agency's computers. The Senior Information Systems Analyst (Supervisor) serves as technical manager, information security officer, and operational recovery coordinator. The Senior Information Systems Analyst (Supervisor) directs and supervises the work of the Commission's Information Systems Unit, consisting of a Staff Programmer Analyst (Specialist) and four Assistant/Associate Information Systems Analysts responsible for operation and support of all agency network infrastructure, telecommunication services, databases, intranet, and website; oversees consultant contracts for special projects and support; coordinates the information technology training of the Commission's staff, including the members of the Information Systems Unit; and works independently, performing a variety of more difficult and advanced information technology duties. The Commission is a small agency with a total staff of approximately 150 staff members, the Senior Information Systems Analyst (Supervisor) interacts with the Commission's senior managers and participates in Management Team meetings and discussions. This is an outstanding opportunity for a highly motivated individual with excellent technical abilities. This is a permanent position.

Specific Job Duties. The successful candidate will perform a variety of tasks related to the analysis, development, installation, and support of electronic information processing systems. The Senior Information Systems Analyst (Supervisor) will develop solutions to information system problems, conduct feasibility studies, develop standards and procedures for information systems, and do other related work. Major responsibilities include:

- Responsible for the architecture, design, security, integration and management of networks, operation systems, application software and workstation setup and performance.

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- Maintain and implement the Operational Recovery Plan and all associated system backups and recovery procedures.
- Direct and supervise five-member Information Systems Unit staff responsible for all information systems operation, maintenance, and support, including helpdesk for internal users, network hardware and software infrastructure, email system, database systems, telecommunication services, end-user applications, internal intranet site, and external website.
- Manage consultant and vendor contracts for services, support, and special projects.
- Troubleshoot more complex network hardware, software and connectivity issues.
- Oversee and monitor all information security systems and processes, including risk assessment, server hardening, firewall maintenance, patch management, antivirus systems, etc.
- Share 24x7 on-call responsibilities for system operations.
- Engineer, design and manage upgrades to network infrastructure and operating systems as needed.
- Develop and maintain documentation and reports on architecture, configuration, projects, policies, and procedures.
- Identify and recommend future technologies.
- Act as lead contact with other departments, including Department of Finance, Department of General Services, Resources Agency, Legislature, Data Centers (Teale and Health & Welfare), and other state, federal, or local agencies.
- Recruit, hire, and train Information Systems Unit staff as needed.

Who we want. We're looking for an individual with excellent technical skills, the ability to plan and implement improvements in our local and wide area networks, the ability to get along well with people in a fast-paced work environment, and experience in supervising the work of others or acting as a team leader on projects. Knowledge and/or experience in the following is desirable:

- CCNA and MCSE certified Windows 2000, 2003 Server preferred.
- In-depth Windows 2000/XP Professional troubleshooting experience.
- Experience with Windows 2000 and 2003 Server Active Directory service management.
- MS Exchange 2000, and 2003 administration experience.
- Familiarity with Windows Services Update Services (WSUS).
- Minimum 4 years experience in designing, testing, troubleshooting Ethernet LAN and WAN networking and protocols.
- Hands-on experience with Microsoft SQL Server and SQL database systems.
- Hands-on experience in network support, specifically with multi-site WAN.
- Active Directory design, implementation and support experience
- Experience with Cisco routers and switches, VPN, firewalls, protocols, and internet services.
- Thorough understanding of operating systems, application and hardware support.
- Excellent diagnostic and troubleshooting skills.
- Prior experience with vendor and consultant management and contract negotiations.
- Understanding of project management concepts, practices, and procedures.
- Ability to make effective verbal and written presentations on technical topics to supervisors, peers and senior/executive management.

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Eligibility: To apply, you need to be eligible for appointment to the California civil service classification of Senior Information Systems Analyst (Supervisor). Current state employees or former state employees with transfer or reinstatement rights at the Senior Information Systems Analyst (Supervisor) level or equivalent classifications. Eligibles on the Senior Information Systems Analyst (Supervisor) lists are also encouraged to apply. Appointment is subject to the State Restriction of Appointment (SROA) provisions. Applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer, re-employment status, or list eligibility in the Examination or Job Title section on the State Application Form #678.

Salary: Senior Information Systems Analyst (Supervisor).....\$5,940 – \$7,581/month
(Salary above includes 5% Bay Area Recruitment and Retention Pay Differential)

Contact: Alfred Wanger, Deputy Director for Information Technology and Water Quality
(415) 904-5265
awanger@coastal.ca.gov

Filing: Until filled. * Submit current resume, standard State Application Form #678 (put the job title for this position in the Examination or Job Title section on the State Application Form #678) to:

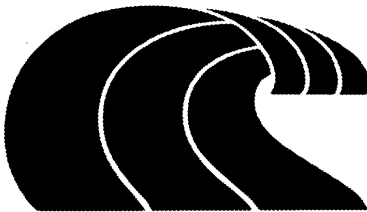
Human Resources Office
California Coastal Commission
45 Fremont Street, Suite 1930
San Francisco, CA 94105-2219
(415) 904-5430 or toll free (866) 831-2540
HumanResources@coastal.ca.gov

* We expect to fill the position as soon as possible, so it is important to file your application immediately. Applications and resumes may be faxed to (415) 904-5482; however the completed original State Application Forms #678 and resumes must be mailed to the above address if these documents are sent via fax. Applications will be screened and only those most qualified will be interviewed. We will begin interviews as soon as we receive qualified applications. No relocation expenses are offered.

For more information about the California Coastal Commission and what we do and to obtain a State Application Form #678, visit our Internet website at: www.coastal.ca.gov

05/22/07

Equal opportunity to all regardless of sex, race, color, creed, national origin, ancestry, disability, age, marital status, sexual orientation, religious or political affiliation. It is the objective of the State of California to achieve a drug-free workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.



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